



HRSA Grantee Conference Call and Q&A US Affiliated Pacific Island Grantees April 2017

**Office of Federal Assistance Management (OFAM)
Health Resources and Services Administration (HRSA)**



HRSA
Office of Federal Assistance Management

Operator

- Grantees are in listen-only mode initially
- How/when to ask a question
- HRSA personnel will present grants information. Then open the call for questions and answers



Agenda

- Welcome
- Reminders
- Reviewer Recruitment Module
- Division of Grants Policy Update
- Unobligated versus Unliquidated
- Top Audit Findings
- Q&A



Welcome

- HRSA Contact Center hours: 8 a.m. to 8 p.m. (ET)
- HRSA Contact Center number: (877) 464-4772.



Reminders

- Payment Management Services (PMS):
877-614-5533 or <http://www.dpm.psc.gov/>
- Bureau of Primary Health Care: 1-877-974-2742.
or <http://www.hrsa.gov/about/contact/bphc.aspx>
- Update your SAM.gov and Grants.gov registrations.

Reminders

- **EHBs Help and Ticketing System:**

<http://www.hrsa.gov/about/contact/ehbhelp.aspx>

- **HRSA is on YouTube!**

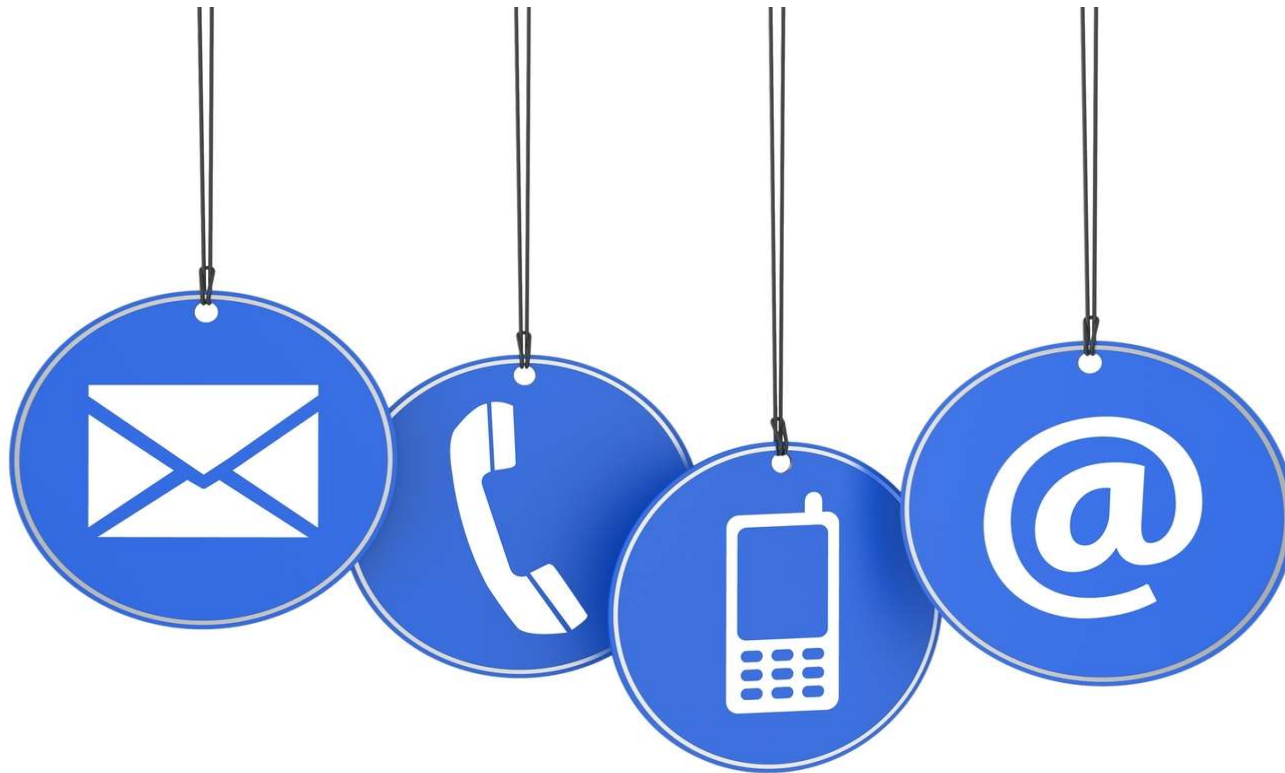


- **Additional Resources: etc. Visit**

<http://www.hrsa.gov/grants/manage/index.html>

Reminders

Correspondence with HRSA



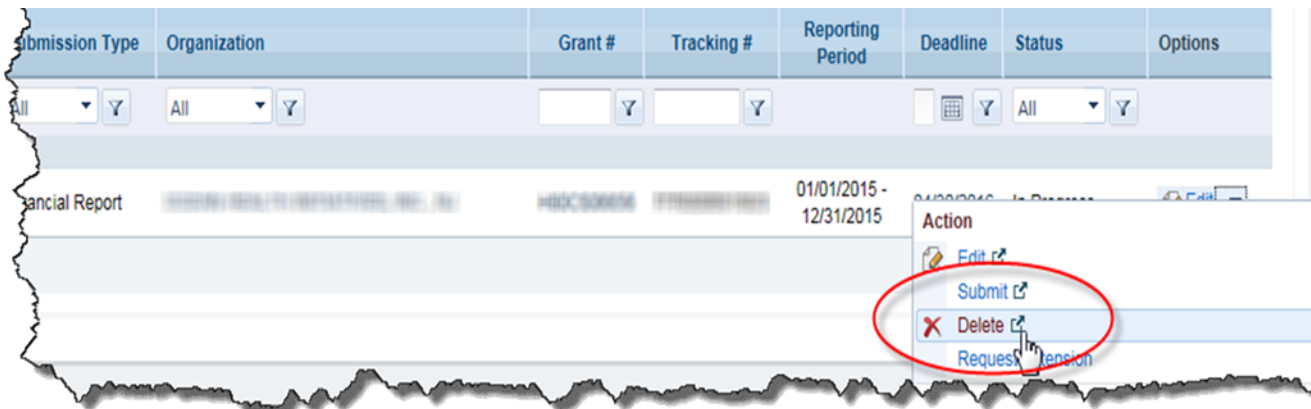
Reminders

- The HRSA Grants TA webpage:
<http://www.hrsa.gov/grants/apply/>
- Provide Feedback on your Grant Experiences:
<https://cxo.dialogue2.cao.gov/>



New Feature to the FFR Module in EHB

- With the new FFR module in EHB it will allow recipients to delete an FFR revision that was started in error.



Division of Independent Review

The role of HRSA's Division of Independent Review (DOR) is to plan, carry out and oversee a fair, ethical and objective review for all discretionary grant applications.

Division of Independent Review

- HRSA has specific interest in the following areas:
- Health professions training
- HIV/ AIDS
- Maternal and child health
- Organ transplantation
- Primary care for underserved people
- Rural health

Become a HRSA Reviewer

- Provide a great service to the HRSA mission
- Gain knowledge of the HRSA objective review process
- Discover strategies to writing strong grant applications
- Learn about common problems with grant applications
- Develop relationships with panel members related to your interests
- Register in the HRSA Reviewer Recruitment Module (RRM)
- <http://www.hrsa.gov/grants/reviewers/index.html>
- Division of Independent Review

Division of Grants Policy – Application Forms

- **Application Guide updates**

The link is in every Notice of Funding Opportunity

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

HRSA
Health Resources & Services Administration
HIV/AIDS Bureau
Division of State HIV/AIDS Programs

**Ryan White HIV/AIDS Program States/Territories
Part B Supplemental Grant Program**

Funding Opportunity Number: HRSA-17-038

Announcement Type: New, Limited Competition
Catalog of Federal Domestic Assistance (CFDA) No. 93.917

NOTICE OF FUNDING OPPORTUNITY

Fiscal Year 2017

Application Due Date: May 15, 2017


*Ensure your SAM.gov and Grants.gov registrations and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.*

Issuance Date: March 14, 2017

Modified on 3/17/17 to clarify Eligibility

Michael Goldrosen
Director, Division of State HIV/AIDS Programs
Telephone: (301) 945-9779
Fax: (301) 443-8143
Email: MGoldrosen@hrsa.gov

Authority: Section 2620 of Title XXVI of the Public Health Service Act, (42 U.S.C. § 300ff-29a) as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (Public Law 111-87)



U.S. Department of Health and Human Services

HRSA
Health Resources and Services Administration

SF-424 Application Guide

A guide developed and maintained by HRSA for preparing and submitting applications through Grants.gov to HRSA using the SF-424 Non-Construction Application Kit

To be used with HRSA funding opportunity announcements (FOAs) specifying the use of the SF-424 Non-Construction Application Kit

Updated April 10, 2018

HRSA
Office of Federal Assistance Management

Division of Grants Policy – Key Contacts Form

Key Contacts Form	
* Applicant Organization Name: <input type="text"/>	
Enter the individual's role on the project (e.g., project manager, fiscal contact).	
* Contact 1 Project Role: <input type="text"/>	
Prefix:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
Title:	<input type="text"/>
Organizational Affiliation:	<input type="text"/>
* Street1:	<input type="text"/>
Street2:	<input type="text"/>
* City:	<input type="text"/>
County:	<input type="text"/>
* State:	<input type="text"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text"/>
* Telephone Number:	<input type="text"/>
Fax:	<input type="text"/>
* Email:	<input type="text"/>

Next Person

Division of Grants Policy – Grants.gov

- **Grants.gov Workspace Video**
- [Video: How Grants.gov Workspace Optimizes the Application Experience for Teams](#)
- <https://blog.grants.gov/2016/07/05/video-how-grants-gov-workspace-optimizes-the-application-experience-for-teams/>



Unobligated Balances vs. Unliquidated Obligations

- **Unobligated balance:** portion of the funds authorized for expenditure under an award that has not been obligated by the end of a budget period.



- **Unliquidated obligations:** on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded.

Delinquent Audits

- Recipients (and sub-recipients) expending \$750K or more in federal awards MUST have a single audit conducted and submitted to the Federal Audit Clearinghouse within the earlier of
 - 30 days after receipt of the auditor's report; OR
 - Nine months after the end of the audit period.
- An audit is delinquent if it is not submitted timely!
 - #2 HRSA Audit Finding for FY 2016
- Single Audit Requirement - 2 CFR 200(f)
 - Codified for HHS at 45 CFR 75.501

Audit Confirmation Requests – Single Audit

- **Information typically requested by auditors:**
 - Confirmation of payments to date (grant specific)
 - Budget Period
 - Life of Grant
 - Confirmation of total authorized funding
 - Copies of all monetary awards
 - Copy of approved budget
 - Conditions placed on the award

How Grantees can gather information for Auditors

- All information is accessible through:



- Notice of Award
- Terms and Conditions
- Approved Budgets



- Payment Data Inquiry

Audit Confirmation Procedures in PMS

Department of Health and Human Services
PSC Program Support Center
Payment Management System

CONTACT US
[Login to PMS »](#)

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PMS LOGIN PAGE

Please select your desired service:

[Login to the Payment Management System](#)
Payment Management System hours are Monday through Friday, 9 a.m. to 5 p.m., Eastern Standard Time.

[Password Reset](#)
All users will be required to answer security questions or reset your password. If your password expired before you set up your account, you will need to reset your password.

[PMS Training Information](#)
PSC offers training sessions for both grant recipient and awarding agency staff. Register for training today!

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» FFR Due Dates
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» USDA - NIFA
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SUPPORT:
Web: pms.psc.gov
Email: PMSSupport@psc.gov
Phone: 877-614-5533


Accessibility | Privacy | [PMS User Self Certification](#)

PSC.gov | HHS.gov | The White House | USA.gov

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Audit Confirmation Procedures in PMS

← → ↻ Secure | https://pms.psc.gov/grant_recipients/auditconfirmation.html ☆ 🇺🇸



Department of Health and Human Services
Program Support Center
Payment Management System

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AUDIT CONFIRMATION PROCEDURE

The Payment Management System (PMS) allows grant recipients to provide auditors with confirmation of grant payments during on-site audits.

To obtain grant payment confirmation, recipients can

1. Log into PMS
2. Submit a Payment Data query by entering the account number or sub-account number

A history of all payment related transactions will be displayed in chronological order beginning with the most recent activity. The list of the transactions may include payments of a specific sub-account, payments within specific start and end dates, or payments with a specific confirmation number.

For assistance with the PMS Payment Data inquiry, contact the Accounting and Reports Branch at PMSOIGAudit@psc.hhs.gov.


Please include the contact information of the individual receiving the payment data (name, phone number, fax number and email address).

Programmatic or specific grant award inquiries are handled by the recipient's federal awarding agency.

SUPPORT:
Web: pms.psc.gov
Email: PMSSupport@psc.gov
Phone: 877-614-5533

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PSC.gov | HHS.gov | The White House | USA.gov

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OFAM Technical Assistance Initiative

- **New 2017!**

DFI has been tasked with providing proactive preventative fiscal technical assistance to HRSA grantees.

- **Goal(s):** Ensure recipients are in the best position to achieve operational excellence, properly manage and report on their funding.
 - By implementing preventative technical assistance, DFI will help grantees avoid future audit findings and potential disallowed costs that would need to be returned to HRSA.

Question & Answer

- Please have your grant number ready
- If we cannot answer your question, we will take your contact information and get back to you



Upcoming Topics

- Do you have a topic you would like to see presented during an upcoming TA call?
- Email your ideas to HRSAPostAwards@hrsa.gov



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